

Application submission guidelines

Residential mortgages





Documents we will always need

Proof of income – employed applicants

- P60 and latest month's payslips (where the latest P60 is not available the latest three months' or 12 weekly payslips are acceptable).
- Online payslips are acceptable with company name or logo, tax ref no, employee name, NI no, pay date, pay period and deductions.
- For annual bonus income we require 2 years' evidence on the relevant payslips showing receipt of bonus payments.

Proof of income – self-employed applicants

Depending on the employment status of the applicant(s):

- Latest two years' HMRC Tax Calculations plus the Tax Year Overview documents for Partnerships, Sole Traders or Sub-Contractors –the latest financial year documentation must be no more than 18 months old.
- Accountant's Certificate covering most recent two years if 20% or more shareholder of a limited company. The latest financial year must be no more than 15 months old. Please note that when submitting a case on MSO, you'll need to download the [Accountant's Certificate](#) from our website and provide to your client's accountant for completion. We'll no longer write directly to the accountant on MSO cases.

Proof of income - Contractors/Daily Rate Contractors

- Copies of contracts demonstrating continuous employment over the last 12 months (with a minimum of six months remaining on the existing contract). For Contractors, we'll also need an employer's reference giving full details of this.

Where there are less than six months remaining on the contract, then evidence of two years continuous employment in the same profession is required.



See our website for further details: coventryforintermediaries.co.uk



Documents we may need

(we may ask for others, but only if we really need to)

ID and Proof of address

- we try to identify the applicant electronically so do not send ID unless requested as this can slow down the processing.
- Proof of ID (including name and signature) include: valid UK passport. Valid (UK) photocard driving licence (full or provisional). Full old style paper driving licence (UK) – current, signed.
- Proof of address documents (not online versions) include: bank statement – less than 3 months old. Utility bills (i.e. gas, electricity, water) or cable/satellite/phone bill (excluding mobile phones) – less than 3 months old. Council/local authority tax bill – less than 12 months old and valid for the current year.

Bank statements

Depending on applicant(s) employment status and other income:

- Three months' personal bank statements if the accounting period on the certificate or the HMRC Tax Calculations and Tax Year Overview is more than 12 months old.
- Three months' personal bank statements if the mortgage is £200k or more and the LTV is 65% or more (self-employed applicants only).
- Three months' personal bank statements if the applicant is claiming child benefit (only when submitting a case on MSO).
- Three months' personal bank statements if the applicant is claiming child maintenance
- Online bank statements are only acceptable for proof of income, not proof of address, and they must show the applicant(s) name, account number and the bank's web address.

Other

- Proof of deposit.
- Proof of pension income, where the mortgage term goes past the applicant(s) retirement or they are already retired.
- The signed Declaration and DD mandate will be required for Transfer of Equity cases.



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Things to remember

- Ensure you have provided each applicant with a copy of the declaration, explained the content of the declaration and obtained each applicant's verbal agreement to the terms of the declaration before submission.
- Ensure the applicant(s) self-employment type is input correctly as this determines what proof of income we will require. Check bank statements are complete and include: name, account number, sheet number, deductions, salary credits (see above regarding online statements).
- Use the relevant affordability calculator before you submit a case, ensuring that you complete all steps. Please declare credit/store card balances and other unsecured borrowing even if they pay off in full every month, you will have an opportunity to tell us what is being cleared on completion and we will not look to include these.
- Using our document upload facility saves time in processing. When submitting a case on MSO, you'll see a list of all required documents on your outstanding case tasks.
- Don't send documents that have not been requested as this can affect processing times.
- Check documents are not out of date.
- If you need to make any changes post submission on MSO, you can simply use the 'take back control' button.



0800 121 7788

Monday to Friday 9am - 5pm



Webchat

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Registered Office: Oakfield House, Binley Business Park, Harry Weston Road, Coventry CV3 2TQ.

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